

## **PRELIMINARY DAMAGE ASSESSMENT FORMS INSTRUCTIONS – PA-1**

### Preliminary Damage Assessment Summary

The forms are in Excel and should be compatible with most versions of Excel. There are no graphics and there are no advanced functions. The PA-1 summary sheet is the last page in the PDA forms workbook. **NOTE:** Complete the PDA Assessment Estimates – Site/Category (PA-2) forms first, **before** completing the PA-1 summary sheet. The dollar estimate information entered on the PA-2 forms will automatically total and fill in on the PA-1 form.

1. Date. This is a **required** field for the PA-1 summary sheet.
2. County: This is a **required** field. This is a drop-down box. Move to the cell and click on the drop-down button. Scroll down to your county and click on the county name.
3. Applicant: This is a **required** field. If you completed a PA-2 form for category A, this field should automatically be filled in with the information from the category A sheet. If you did not complete a PA-2 form for category A, this information must be entered manually. Enter your jurisdiction's name; i.e., Adams County, City of Puyallup, or Orting School District.
4. Applicant Contact: This is a **required** field. If you completed a PA-2 form for category A, this field should automatically be filled in with the information from category A. If a PA-2 form for category A was not completed, this information must be entered manually.
5. E-mail: This is a **required** field. If you completed a PA-2 form for category A, this field should automatically be filled in with the information from category A. If a PA-2 form for category A was not completed, this information must be entered manually. This is the e-mail address for your Applicant Contact.
6. Phone: This is a **required** field. If you completed a PA-2 form for category A, this field should automatically be filled in with the information from category A. If a PA-2 form for category A was not completed, this information must be entered manually. This is the phone number for the Applicant Contact.
7. Inspectors: The FEMA/State teams, and the local representative, who verify the damages for your entity will complete this section. The applicant is not required to complete this field.
8. Population: This is a **required** field. Please provide the population for your jurisdiction, according to the latest census information. Population might be a school district's student population, a tribe's population, a city's population, etc.
9. Total Budget – Approved and Balance: These are **required** fields. Please enter your jurisdiction's total budget and the balance for this budget. If there are special circumstances for your budget; i.e., money for the library can only be used for the library, please note this information under Part III, B2, of this form. These fields are size-limited. If your budget is \$2.4 million, please enter \$2.4 mil. You can enter \$2,400,000.00; but due to the size limits on the cell, only Xs will show after you hit enter.

10. Maintenance Budget – Approved and Balance: This is a **required** field. FEMA wants to know how much money is in your maintenance budget. As with #9 above, if there are special circumstances and restrictions in your budget, please note that information in Part III, B2, of this form. These fields are size-limited.
11. Date FY Begins: This is a **required** field. Please enter the date your fiscal year begins. For the state this is July 1. For most local governments it is January 1.
12. Category: This information is pre-entered and is a protected field. No action is required.
13. No. of Sites: This is a **required** field. Please enter the last Site No. entered on the corresponding PA-2 form.
14. Types of Damage: This information is pre-entered and is a protected field. No action is required.
15. Total Category Estimate – Applicant: This field will automatically fill in with the sum total from each PA-2 form that is completed. This is a protected field and no action is required.
16. Total Category Estimate – Team: This field will automatically fill in with the sum total from each PA-2 form that the FEMA/State completes. This is a protected field and no action is required.
17. Potential Local Funds Available: This is a **required** field. FEMA wants to know how much money your jurisdiction has available to meet the damage costs.
18. Total: These three fields will automatically total. These are protected fields and there is no action required.
19. Damage Estimate – Corps of Engineers, FHWA, and NRCS: These are **required** fields, as they may apply to your jurisdiction. The state needs to be able to identify how your jurisdiction is being impacted by the disaster overall. If one of these fields applies to your jurisdiction, please enter the estimated dollar amount.
20. A. General Impact, numbers 1-3: These are **required** fields. These cells are formatted to word-wrap and accommodate as much information as you enter. You may also attach additional sheets if necessary, or write across this area to see the attached document if you chose to use a Word document to notate your data. This is your opportunity to describe the disaster's impact to your jurisdiction. These fields should summarize the information you provided on each PA-2 form created for the Categories under which you sustained damages.
21. B. Response Capability, numbers 1-3: These are **required** fields. These cells will also word-wrap and accommodate as much information as you enter.  
**Please note:** #1. The schedule for emergency work should not extend for years; #2. In this field please describe any funding or budget limitations or restrictions your jurisdiction may have.
22. C. Impact on Public Services if a Declaration is Not Made: This is a **required** field. Please describe the impact to your jurisdiction if it does not receive federal assistance. If the economic base, or economic activities such as tourism are impacted; or if community services will be eliminated or reduced, state that. Be as specific as possible.

## FORMS SUBMISSION

County Emergency Management: Please collect the PA-2 and PA-1 forms from all of your jurisdictions, except for state agencies.

**Submit** all forms by e-mail to: [publicassist@emd.wa.gov](mailto:publicassist@emd.wa.gov); or fax to: 360-570-6350.

State Agencies: The primary point of contact should collect all of the data for the agency and submit the information directly to EMD. A separate set of forms for damages in each county should be developed and forwarded to the State Emergency Management Division.

**Submit** all forms by e-mail to: [publicassist@emd.wa.gov](mailto:publicassist@emd.wa.gov), or fax to 360-570-6350.

All Other Applicants: **Submit** your information to your County Emergency Management office.